



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Announcement #: 7805-18

Date: Thursday, May 17, 2018

POSITION: Chief of Campus Police

LOCATION: District/Signal Peak Campus – Coolidge, Arizona

JOB SUMMARY: Plan, administer, and direct district-wide law enforcement, crime prevention, security, and emergency management activities.

RESPONSIBILITIES: The incumbent will:

- Develop, plan, and implement departmental policies and work procedures to effectively enforce all federal, state, and local laws. Monitor and analyze to determine effectiveness in meeting objectives; develop and/or modify approaches accordingly. Develop and implement short and long-term strategic operational strategies, plans, and goals related to continuous improvement of CAC Public Safety.
- Manage and oversee the day to day operations, maintenance, and scheduling of all CAC Public Safety facilities including the CAC Driving Track, CAC Firearms Range, and the CAC MILO system. Maintain charge of district-wide key access, security camera systems, threat assessment, and golf cart/vehicle usage to include training of CAC personnel for proper utilization of CAC golf carts and vehicles.
- Respond to complaints, disturbance, and/or request to prevent potentially dangerous situations from occurring on campus property. Investigate incidents, collect evidence, interview witnesses and resolve problems, detain and/or arrest law violators.
- Manage current budget within institutional guidelines and participate in planning for next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures.
- Direct, manage, supervise and review the performance of subordinate supervisors, professional, and clerical staff. Supervision includes delegation of work assignments, employee evaluation, training, discipline and employee hire/termination, promotion and pay rate change recommendations.
- Develop and implement district-wide and campus specific Emergency Management procedures and Emergency Management Teams to respond to emergency situations. Initiate district-wide emergency communications and coordinate emergency activities with CAC personnel and outside agencies and personnel. Coordinate efforts on a continual basis to prevent accidents and promote safety.
- Establish and maintain cooperative working relationships with federal, state, and local law enforcement and fire service agencies, students, staff, and faculty and outside agencies in matters concerning the campus safety and crime prevention; participate on campus committees as requested/approved.
- Compile statistical information, analyze and interpret data, analyze and interpret laws and prepare periodic reports detailing work processes required for activities and projects involving Title IX reporting, Clery Act requirements, hazardous waste management and campus safety.
- Perform inspections of grounds and facilities to ensure compliance with safety regulations, codes, and laws.
- Perform other duties commensurate with the functions and level of the position

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree or demonstrated knowledge, skills, and abilities

EXPERIENCE: Three (3) years of experience as Lieutenant or higher

OTHER: Current Arizona Peace Officers Standard and Training (AZPOST) Certification or ability to obtain within six months of hire.

SPECIAL POSITION CONDITIONS: Driving and District-wide travel will be required. Evening and weekend duties may be required to support district-wide activities.

Applications must include the following documents to be considered:

1. Cover Letter (Letter of Interest)
2. Resume or Curriculum Vitae

The knowledge, skills, and abilities required to perform this job include, but are not limited to the following:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and skill in the application of Arizona State Statutes, College Policies and Procedures, and law enforcement practices and procedures.
- Skill in effective operation and maintenance of various weapons and equipment used in law enforcement.
- Knowledge of the 10-code system of communication and the operations of a two-way radio.
- Knowledge of equipment and weapons used in the course of law enforcement.
- Ability to remain calm in tense situations, analyzing problems quickly, de-escalating the situation, and taking the appropriate actions to solve or resolve situations.
- Ability to assist the College community on a variety of levels.
- Skill in administering first aid/life saving techniques.
- Skill in investigating a variety of situations and crimes, apprehension of criminals, and in preparing the proper paperwork for documentation while managing situations firmly, courteously, tactfully and impartially.
- Knowledge of the principles and practices of providing training on a variety of topics.
- Effective communication skills, both oral and written
- Strong interpersonal skill as applied to interaction with a culturally diverse populations, college administrators, faculty, staff, students, and the public
- Ability to work independently and as a member of a team in accomplishing tasks.
- Ability to analyze situations, develop solutions, and make independent decisions based on established guidelines.
- Skill in leadership and organization

PHYSICAL REQUIREMENTS:

The position requires a variety of physical activities:

- Occasional periods of sitting, climbing, balancing, stopping, kneeling, crouching, or crawling.
- Regularly required to stand, walk, reach with hands and arms, talk, and/or hear.
- Exert physical strength in the restraint of individuals.
- May experience a combative interaction with an individual.

SALARY: Entry salary is \$70,077.00

DEADLINE: All applications must be received in Human Resources by **6:00 p.m., Thursday, June 7, 2018.**

APPLICATION INFORMATION:

To apply go to www.centralaz.edu/jobs. Travel costs due to interview are the responsibility of the applicant.

Applications not accompanied with the required transcripts will not be considered.

Copies of transcripts should reflect completed course work and conferred degrees. All academic course work and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation).

Transcripts issued in a language other than English must be accompanied by a full translation (word for word) by an acceptable translator. Additionally, each foreign transcript must be evaluated for equivalency to United States accredited course work by an acceptable agency such as those agencies certified by the National Association of Credential Evaluation Services (NACES).

Applications containing foreign transcripts that are not accompanied with the above required documentation, will not be considered.

Faxed application materials will not be accepted.

Background Verification: Must pass all requirements of AZPOST background.

The Office of Talent Development is located in main administration building, H Building, Suite 131 on the Signal Peak Campus at 8470 North Overfield Road, Coolidge, Arizona 85128. Office hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.

Central Arizona College prohibits discrimination in employment and educational programs based on race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation, or gender identity or expression.